

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval for DXL Project

We are pleased to inform you that your proposal for the DXL project has been approved. After careful consideration, we have determined that your plans align with our strategic goals and meet our criteria for this initiative.

The approved timeline for the project is [insert timeline], and it is important to adhere to this schedule to ensure timely execution. Please proceed with the next steps as discussed in our previous meetings.

Should you require any further information or assistance, feel free to reach out to us. We look forward to seeing the successful implementation of the DXL project.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]